

Agency	Standardized Regulations Ch. 300 2-1-62	Foreign Service Manual Vol. 3-Pers 340-2-1-62	Official Residence Expenses												
Representation Allowances are provided to assist certain senior personnel in accomplishing their mission in the most effective manner possible. *** They are intended to enable certain senior officials to maintain better quarters and higher standards of living than their regular salaries and allowances would permit and which are required for the proper performance of official duties. Entertainment expenses directly relating to operational projects or project development are not allowable as Representation Allowances ****	<p>Scope: Representation Allowances are intended to cover items of expenditure by employees whose official positions entail responsibility for establishing and maintaining relationships of value to the U. S. in foreign countries. ***</p> <p><u>Allowable Items:</u></p> <ul style="list-style-type: none">a. Entertainment of a protocol nature.b. Entertainment undertaken by employees to promote personal relationships necessary to the performance of their official duties.c. Tips and gratuities to persons not employed by the U. S., where such gratuities are customary in a foreign country and are necessary or desirable for the promotion of U. S. national interests.d. Purchase of flowers, wreaths, and similar tokens for presentation in accordance with local custom on appropriate occasions. ****e. Other representation expenses which head of Agency may authorize or approve as being of a type to promote the interests of the U. S. <p><u>Prohibitions:</u> Will not be used for:</p> <ul style="list-style-type: none">a. Hire, purchase, operation, or repair of any motor propelled, passenger carrying vehicle, including aircraft.b. Membership fees or dues in any society, club, or association.c. Expenses of printing or engraving.d. Printing of Christmas cards or other type greeting cards.e. Compensation for cost of living, quarters expenses, or for assignment under difficult environmental conditions, including expenses of	<p>Representational funds are appropriated to the Department, pursuant to Section 901 of the Foreign Service Act, for use by officers and employees of the Foreign Service, for the purpose of furthering U. S. foreign policy objectives. This is the only reason for the availability of such funds; this, then, must be the only criterion for their use.</p> <p><u>Prohibitions:</u> Same as Standardized Regulations.</p>	<p>Scope: The defraying of official residence expenses is intended to make possible the operation and maintenance of official residences in which principal representatives can properly represent the U. S. abroad by extending official (as distinct from personal) hospitality to foreign dignitaries and important visitors by receiving official deputations and callers, and by holding requisite and appropriate ceremonies smoothly and with dignity. Also, payment of official residence expenses is intended to keep the official residences staffed and in operation, to the extent necessary, even during interval between the departure of an officer because of recall, transfer, or some other reason, and his return or the arrival of his successor. Payment of official residence expenses should not be considered to be a gratuity allowance, or other emolument.</p> <p><u>Designation of Principal Representatives:</u> The Secretary of State will designate the positions whose incumbents shall be considered principal representatives.</p> <p><u>Amount of Usual Expense for Household Servants:</u> The following table shows the amount of annual usual expenses for the wages and maintenance of household servants that must be borne personally by a principal representative, according to his grade. Household servants' wage and maintenance costs in excess of these amounts may be treated as official residence expenses.</p> <table><tr><td>COM</td><td>\$1500</td></tr><tr><td>CA-CM, FSO-FSR-1, GS-16-18</td><td>\$1300</td></tr><tr><td>FSO-FSR 2-3, FSS-1-2, GS-14-15</td><td>\$1000</td></tr><tr><td>FSO-FSR 4-5 and below;</td><td></td></tr><tr><td>FSS-3 and below;</td><td></td></tr><tr><td>GS-13 and below</td><td>\$ 700</td></tr></table>	COM	\$1500	CA-CM, FSO-FSR-1, GS-16-18	\$1300	FSO-FSR 2-3, FSS-1-2, GS-14-15	\$1000	FSO-FSR 4-5 and below;		FSS-3 and below;		GS-13 and below	\$ 700
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ANALYSES OF REPRESENTATION ALLOWANCES (continued)

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	recreation and entertainment solely for employees of the U. S. Govern- ment and their families.		<u>Allowable Expenditures:</u> Household Servants Household Operation and Maintenance Expendable Household Supplies <u>Prohibitions:</u> a. Expenditures properly borne by any appropriation other than Official Residence Expenses. b. Expenditures prohibited by law.

STATINTL

Approved For Release 2002/01/22 : CIA-RDP68-00140R000100080102-0

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